

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reminder of Current and Upcoming Planning Requirements

STAT	FROM: <input type="text"/>	EXTENSION	NO.
STAT	C/IMSS/OL <input type="text"/>	<input type="text"/>	OL 4093-88 25 August 1988
	TO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDED	OFFICER'S INITIALS
STAT	1. C/P&TS/OL <input type="text"/>		
STAT	2. C/PMS/OL <input type="text"/>		
STAT	3. C/SS/OL <input type="text"/>		
STAT	4. C/ACG/OL <input type="text"/>		
STAT	5. AC/CSG/OL <input type="text"/>		
	6. C/FMD/OL 3E14 Hqs		
	7. AC/P&PG/OL 158 P&P Bldg		
STAT	8. AC/RECD/OL <input type="text"/>		
STAT	9. AC/SG/OL <input type="text"/>		
	10. C/IMSS/OL		
	11. Paul, Walt, Clayton, Tom, Bob, John, Mike, Luree, Marie		
	12.		
	13.		
	14.		
	15.		

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

The attached memo gives details regarding the following requirements which are due on the dates indicated:

1. Significant activities for FY 88 - due on 20 September 1988.
2. Updated milestone charts for the Fourth Quarter FY 88 - due 30 September 1988.
3. A comparison of statistics for FY 88 with those for FY 87 - due on 6 October 1988.

OL/IMSS & Office

25 August 1988

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MEMORANDUM FOR: Chief, Personnel & Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Acting Chief, Agency Contracts Group, OL
[redacted]
Chief, Facilities Management Division, OL
Acting Chief, Printing & Photography Group, OL
Acting Chief, Real Estate & Construction
Division, OL
Acting Chief, Supply Group, OL
STAT
FROM: [redacted]
Chief, Information & Management Support
Staff, OL
SUBJECT: Reminder of Current and Upcoming Planning
Requirements
REFERENCE: FY 88 OL Planning Calendar and Planning Guide

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1. The next OL Quarterly has been scheduled for 3 and 4 November 1988 in the Headquarters Auditorium [redacted] Building, respectively. Although this will be the Quarterly for the Fourth Quarter FY 88, we'll be preparing a video covering OL's significant activities and statistics for the entire fiscal year as we did last year. You should prepare reports of activities for the Fourth Quarter and statistical comparisons with the same period of FY 87, but these need not be sent to IMSS.

2. At the request of the D/L, Quarterlies are being held much closer to the end of the quarter than in the past. This impacts upon the amount of time we have to prepare and coordinate presentations and have slides made. Accordingly, please forward to IMSS by 20 September 1988 a synopsis of your FY 88 significant activities to date, listed in the order of their importance (along with any relevant pictures or slides). Pertinent statistics for FY 88 compared with FY 87 must be forwarded to IMSS by 6 October. Due to the new stepped-up schedule, you may need to gather statistics earlier than usual. Hopefully, this will enable us to prepare the activities update and have slides and the video made in time for the "Dry Run" on 24 October. Please adhere to these due dates.

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3. As in the past, individual presentations in the OL Quarterly will precede the activities update. The D/L has already suggested agenda topics and speakers for the next Quarterly. As soon as the agenda prepared by IMSS is approved, we'll notify the speakers.

4. This is also to remind you that updated milestone charts, as of the end of the Fourth Quarter FY 88, for all your FY-88 Directorate- and Office-level objectives are due in IMSS by 30 September 1988. In addition, you should be prepared to brief the Director of Logistics (D/L) on all of your objectives at the first biweekly following the end of the quarter.

5. Please type at the bottom of each milestone chart a brief description of activity on the objective during the Fourth Quarter FY 88, noting those that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter.

6. The Planning Calendar and Planning Guide for FY 89 have been prepared by IMSS and are presently being assembled by P&PG. As soon as they are finished, IMSS will distribute them to OL groups, divisions, and staffs.

7. If you have any questions, please contact

Thanks once again for your support.

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Distribution:

- 1 - Each Addressee
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- ~~10~~ - OL/IMSS
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- 1 - OL Reader

STAT OL/IMSS: (24 Aug 88)